

Purchasing an App for mobile devices:

Apps are to be purchased by using departmental PCards.

Only Apps that are used for university business will be allowed.

PCard holder may “gift” the app by using a departmental iTunes or Google Play account.

App purchases must be approved by Department Head or Dean. Approval must be noted on PCard log that is submitted monthly.

Contact the OIS Help Desk for instruction on setting up iTunes or Google Play accounts.

If your department does not have a departmental address, you may contact the OIS Help Desk.

Procurement and Risk Management Services
479-968-0269
purchasing@atu.edu

Office of Information Systems
Help Desk
479-968-0646
campussupport@atu.edu

08/25/15

